

## ***Making Changes to your CLIA Certificate***

The CLIA Program requires that you notify our office within 30 days of changes to your CLIA certificate. The table below shows the requirements for making changes to your CLIA certificate, and what forms are needed. These forms can be found on this website. **Please note that it is not our policy to reissue certificates if they become misplaced or for changes in facility name, address, director or ownership.**

<b>I NEED TO:</b>	<b>WHAT FORM DO I USE?</b>	<b>ANYTHING ELSE?</b>
Change our physical or mailing address	Name-Address-Director Change Form	No
Change the name of our facility (our tax ID will <b>not</b> change)	Name-Address-Director Change Form	No
Change the ownership of our facility (our tax ID <b>will also</b> change)	<ul style="list-style-type: none"> <li>• CMS-116 for the <b>new</b> business entity</li> <li>• Disclosure or Change of Ownership Form for the <b>new</b> business entity</li> </ul>	(If there will be a Lab Director Change with the change in ownership, a Letter of Release from the previous owner or lab director, releasing the CLIA number to the new owner, is required)
Change the name of our Lab Director	Name-Address-Director Change Form ( <b>new lab director signature is REQUIRED</b> )	(Qualifying documentation of the new director is required for Certificates of PPMP, Compliance, and Accreditation; Laboratory Personnel Requirements may be found on this website)
Upgrade/Downgrade our CLIA Certificate to a Certificate of PPMP or a Certificate of Waiver	Certificate Type Change Form	No
Upgrade/Downgrade our CLIA to a Certificate of Compliance or a Certificate of Accreditation	CMS-116	(If the change in certificate requires the lab director to also change, qualifying documentation of the new director is required; Laboratory Personnel Requirements may be found on this website)
Add or remove a specialty/subspecialty or test/assay, to/from my Certificate of Compliance or Certificate of Accreditation	Specialty/Subspecialty and Test/Assay Change Form ( <b>If adding or removing a test only, please include the Specialty/Subspecialty under which it falls.</b> )	No
Add or remove a test to/from my Certificate of Waiver or Certificate of PPMP	No notification is required	No
Reactivate a terminated CLIA certificate ( <b>terminated less than six months</b> )	(There is no reactivation form; payment instructions can be found on our website under Frequently Asked Questions)	No

***(Continued...)***

### ***Making Changes to your CLIA Certificate***

<b>I NEED TO:</b>	<b>WHAT FORM DO I USE?</b>	<b>ANYTHING ELSE?</b>
Reactivate a terminated CLIA certificate ( <b>terminated greater than six months</b> )	CMS-116, marked as a reactivation, with CLIA number included	(Any necessary laboratory director qualifying documentation; Laboratory Personnel Requirements may be found on this website)
Request a <u>new</u> Multiple Site CLIA Certificate	CMS-116 (refer to page 2, Section V – Multiple Sites; you may attach additional pages if you are adding more than two locations)	(If you are applying for Multiple Site exception #2, you must include a copy of your Not-For-Profit Federal 501(c)(3) Tax Determination Letter)
Add or remove a site from my <u>existing</u> Multiple Site CLIA Certificate	Written notification from Lab Director, including CLIA number, site name, address, phone number, and tests performed at the site	No
Request a Temporary Testing endorsement for my CLIA Certificate	Written notification from Lab Director	No
Obtain a copy of my CLIA Certificate		<b>It is not our policy to reissue certificates or provide copies of certificates if they become misplaced, or for changes in facility name, address laboratory director, or ownership. Contact our office by email (<a href="mailto:Lena.Baumann@illinois.gov">Lena.Baumann@illinois.gov</a>), provide your CLIA number and purpose of your email, and we will send you a letter verifying your certification status. This letter may be used for billing and inspection purposes, and is accepted by both Medicare and Medicaid.</b>